



Minutes NV IT Operations Committee (NITOC)

DATE	July 11, 2002
TIME	1:00 PM
LOCATION	Kinkead Conference Room, Carson City
RECORDER	Maggie Thorne

ATTENDANCE

Chair Name	Present	Co-Chair Name	Present
Terry Savage, Chair E-Gov Committee	✓	Bob Beers, Co-Chair E-Gov Committee	
Mike Hillerby, Chair Strategic Plan Committee		Mark Blomstrom, Co-Chair Strategic Plan Committee	✓
Kathy Ryan, Chair of IT Project Oversight Committee	✓	Bill Vance, Co-Chair IT Project Oversight Committee	
Chuck Connor, Chair, IT Workforce Committee	✓	Vacant, Co-Chair, IT Workforce Committee	
Vacant, Chair, Technical Standards and Architecture Committee		Dave McTeer, Co-Chair, Technical Standards and Architecture Committee	✓
Vacant, Chair, Electronic Records Committee		Jeff Kintop, Co-Chair Nevada Electronic Records Committee	
Alan Rogers, Chair Justice IT Integration Committee	✓	Vacant, Co-Chair Justice IT Integration Committee	
Donna Crutcher, Chair Security Committee	✓	Dana Hines, Co-Chair Security Committee	✓

Other Committees' Members

Name	Present	Name	Present
Pam Sutton, E-Gov Committee	✓	Alisanne Maffei, DoIT	✓
Angela Grato, DoIT	✓		

CALL TO ORDER

Terry Savage called the meeting to order at 1 pm.

REVIEW OF MINUTES AND AGENDA CHANGES

The minutes of the May 9th meeting were reviewed. DONNA CRUTCHER MADE A MOTION TO APPROVE THE MINUTES AS PRINTED, SECONDED BY KATHY RYAN. THE MINUTES WERE THEN APPROVED UNANIMOUSLY.

CHAIRMAN REPORT

Terry briefed the group on the activities of DoIT:

- He mentioned that DoIT is complying with the Governor's hiring freeze, but intended to speak with the Budget Office concerning positions that have now become critical.
- He indicated that DoIT submitted the first draft of the rate model to the Budget Office on July 8th. The Department will be meeting with all customers by the end of the month to discuss the new rate model. This new rate model proposes change to the way DoIT

costs are allocated. This change would decrease rates while assessments would go up. Alan Rogers commented that that is the way Public Safety's rate model is designed and is realistic.

- Terry reminded the NITOC members of the ITAB meeting scheduled for July 23rd. New start time: 2 pm in the Legislative Building. He asked that all attend and be prepared to present an oral status report on their Committee's activities. An electronic copy of status reports should be sent to Maggie Thorne (maggiet@doit.state.nv.us) on or before July 16th.
- Terry announced that the Governor has selected his members for the GITOC, however he had no names to present to the group.
- Terry indicated that Marybel and Perry would be appointing a steering committee for a statewide HIPPA initiative.
- Terry also indicated that the Governor has called for a special session of the Legislature to address malpractice that will take place by the end of July.

DECISIONS¹

Item No.	Decision
1.	Donna Crutcher presented a Standard on Security Evaluations (4.09) along with the required impact statement. <u>A MOTION WAS MADE BY KATHY RYAN AND SECONDED BY DAVE MCTEER TO APPROVE. THE STANDARD WAS THEN APPROVED UNANIMOUSLY.</u>
2.	Donna Crutcher presented a Standard on Copyright (4.10) along with the required impact statement. <u>A MOTION WAS MADE BY DAVE MCTEER AND SECONDED BY KATHY RYAN TO APPROVE WITH THE AMENDMENT OF PARAGRAPH 5.0 RELATED DOCUMENTS TO INCLUDE THE WEB STYLE GUIDE AND TO AMEND THE WEB STYLE GUIDE TO INCLUDE THIS STANDARD AS A RELATED DOCUMENT. THE STANDARD WAS THEN APPROVED UNANIMOUSLY.</u>
3.	Donna Crutcher presented a Standard on Physical Security and Environmental Controls (4.11) along with the required impact statement. After much discussion, <u>A MOTION WAS MADE BY ALAN ROGERS AND SECONDED BY DAVE MCTEER TO APPROVE THE STANDARD WITH THE FOLLOWING AMENDMENTS:</u> <ol style="list-style-type: none"> 1. Add the Contingency Planning Standard and NIST as related documents under section 5.0 2. Delete the words "consult with the Public Works Board or the Department of Information Technology (DoIT)" under 6.0, E 3. Include "grounded" under 6.0,F 4. Amend 6.0, G to "Mainframe computers, network services, voice, network relay, telecommunications equipment, desktop and support peripherals shall..." 5. Include "and in accordance with manufacturer's standards" in 6.0, paragraphs H and I. 6. Add a paragraph under 6.0 to address critical backup of off-site storage. <u>WITH THE ABOVE AMENDMENTS, THE STANDARD WAS THEN APPROVED UNANIMOUSLY.</u>
4.	It was agreed to postpone discussion on the remaining agenda Standards to the next NITOC meeting on August 8 th .

AGENDA ITEMS

1.	Discussion of e-GOV Strategic Plan
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¹ *Decision:* Reaching a conclusion... particularly in response to a course of action.

	Members discussed their concerns over the Plan as written. Both Donna Crutcher and Dave McTeer expressed their concerns with the absence of time lines, costs and resources in the Plan. <u>KATHY RYAN MADE A MOTION, SECONDED BY DONNA CRUTCHER THAT PAM WOULD PREPARE A PREFACE TO THE PLAN TO INDICATE THE VARIOUS PHASES OF THE PLAN: CONCEPTUAL, COSTS, TIME LINE, RESOURCS, ETC.. MOTION CARRIED.</u>
2.	Discussion On IT Community Survey Donna Crutcher presented to the group a draft survey she wished to send to the IT Community in order to secure vital IT information needed for the State IT Security Program. Members did not feel the question about staff was pertinent and felt it would not be answered honestly and that it was better suited for the IT Workforce Committee to address. Pam offered to share a similar questionnaire she used for Juvenile Justice. It was agreed that Donna would modify the questionnaire and send it to NITOC in order that they could review as well as test the survey before it went out to the community.

COMMITTEE REPORTS

1.	Security: Donna distributed a copy of the Committee's Status Report and her Security presentation for the ITAB meeting. Terry commented that Donna did a very nice job with the presentation.
2.	IT Workforce: Chuck Connor, the new Chairman of the Committee presented a brief report on their activity. He mentioned that both Fred Hornblower (NDOT) and Rich Stewart (Corrections) have agreed to participate on the Committee.
3.	NERC: No representation or report available at this meeting.
4.	Technical Standards and Architecture: Dave McTeer reported that both he and Terry are still in discussion on reorganizing this Committee.
5.	IT Project Oversight: Kathy indicated progress was going along smoothly and that the Wildlife Project Manager would be making a presentation at their next ITPOC meeting on August 8 th . No hardcopy report distributed.
6.	Strategic Planning: Mark presented a update on the activities of the Committee.
7.	Justice IT Integration: Alan Rogers reported that the Committee remains unformed and that they are still waiting for buy-in by the courts. Terry and Alan will be meeting on July 18 th to discuss the Committee's formation in more detail.

ACTION ITEMS²

Item	Opened	Description	Assigned To	Due	Closed
1.	3/14/02	E-Gov Steering Committee to give a presentation to the Strategic Planning Committee at one of their future meetings.	E-Gov Committee	April or May 2002	7/11/02
2.	3/14/02	Conduct a Security Training conference utilizing Gartner services for the Strategic Planning Committee as well as heads of departments and other management.	Terry Savage/Alisanne Maffei	June 2002	7/11/02
3.	5/9/02	Draft a contingency clause for exceptions on funding of ISO.	Donna Crutcher	7/11/02	
4.	6/13/02	All NITOC members to attend ITAB meeting.	All	7/23/02	

² *Action Item:* A commitment to complete an action or an assignment.

Item	Opened	Description	Assigned To	Due	Closed
5.	6/13/02	All NITOC members to prepare written Status Report that will be presented to ITAB. Members to send soft copies of Status Reports to Maggie Thorne by July 16 th .	All	7/16/02	
6.	6/13/02	All NITOC members are to read the e-Gov Strategic Plan and be prepared to comment on it at the next NITOC meeting.	All	7/11/02	7/11/02
7.	7/11/02	Prepare Preface for e-Gov Plan. (See Agenda item #1 above).	Pam Sutton	8/08/02	
8.	7/11/02	Revise IT Survey and send to NITOC for pilot test. (See Agenda Item #2 above).	Donna Crutcher	8/08/02	
9.	7/11/02	Draft inter-committee working relationship policy statement.	Terry Savage	8/08/02	

OTHER ISSUES

None

ADJOURNMENT

The meeting was adjourned at 4:00 pm. Next meeting scheduled for August 8, 2002.